

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Forestry Equipment Manager I	
		Division and/or Subdivision Northern Region/Humboldt-Del Norte Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters 118 Fortuna Blvd., Fortuna, CA 95540	
		Class Title of Position Forestry Equipment Manager I	
		Position Number 542-111-6873-002	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	The Forestry Equipment Manager (FEM) assigned to the Humboldt-Del Norte Unit will work under the supervision of the Deputy Chief- Operations. Technical advice and assistance shall be requested from the FEM II at the Region level and/or FEM II and III and the Sacramento level:  Serves as a technical advisor for all phases of automotive equipment maintenance assigned to the Humboldt-Del Norte Unit, including Alder, High Rock and Eel River Conservation Camps. *Responsible for a high standard of repair, maintenance and appearance of all Unit vehicles and equipment. * Responsible for expedient repairs to Unit vehicles and equipment in conformance with the Department's Policies and Procedures. *The FEM maintains constant review of all expenditures for vehicle and equipment repairs and investigates automotive accidents, when requested. *Coordinates closely with vendors to have repairs made with expedience, financial cost effectiveness, and in accordance with Department policy and procedures. *Accurately processes financial payments and documentation for vendor provided repairs. *Inspects all repairs which require Region approval prior to having such repairs initiated. *Supervises and/or preforms repairs to equipment engaged in fire suppression activities when assigned.		
25%	*Responsible for keeping adequate and current records, including Collective Data records, on the maintenance and repair of all motorized equipment. *This includes keeping current all warranties and recalls on vehicles as well as equipment, so that any repair, subject to warranty or recall, can be completed in a timely manner.		
20%	Provides supervision of Heavy Equipment Mechanics (HEM) assigned to the Humboldt-Del Norte Unit. * Coordinates with Conservation Camp and Fire Center Assistant Chiefs regarding fleet-related work assignments and workload at the respective repair shops.		
5%	*Responsible for the development and presentation of automotive maintenance and operations training programs to the personnel including on the job fleet related training for HEM, HFEO's, Fire Captains, and Fire Apparatus Engineers. The FEM is responsible to ensure each person involved in equipment receives adequate training upon all types of equipment at least once a year.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature		Supervisor Signature	
Date		Date	
Personnel use only		Initials and date	

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Working Title of Position  
Forestry Equipment Manager I

Percentage of Time  
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

Is responsible to see that person involved in equipment maintenance, receives adequate technical supervision, gives technical supervision commensurate with region policy, rules and regulations and physically participates in equipment repair and maintenance for instruction and technical purposes.

5%

Implements work schedules and approves leave time for Unit HEMs and HFEOs

5%

The FEM may be called upon to provide assistance in other units, or at the region and Sacramento CAL FIRE facilities. Will manage the Unit's construction as well as fuels treatment equipment and schedule equipment within the unit based upon Unit needs and priority. Management of equipment may include intra-agency equipment or private equipment rental. The FEM will train and certify personnel operation of specialized equipment.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

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Employee Signature  
Personnel use only

Date  
☐ Posted to Directory

Supervisor Signature  
Initials and Date

Date